

**CITY OF ATLANTA
REQUEST FOR PROPOSALS (RFP)
ADVERTISEMENT**

Sealed proposals for **FC-6006007884, CONCESSION EMPLOYEE INCENTIVE PROGRAM MANAGEMENT SERVICES AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT** will be received by designated staff of the Department of Procurement (the “DOP”), at 55 Trinity Avenue, City Hall South, Suite 1790, Atlanta, Georgia, 30303, on **Wednesday, April 19, 2006**.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.****

THIS PROJECT IS AN ELIGIBLE BIDDER PROJECT AS DEFINED IN §2-1443 OF THE ATLANTA CITY CODE OF ORDINANCES, AND NO BID SHALL BE ACCEPTED UNLESS THE BID IS SUBMITTED BY AN ELIGIBLE BIDDER AS APPROVED BY THE OFFICE OF CONTRACT COMPLIANCE.

The names of proponents will be publicly read at 2:00 P.M., in Suite 1900, 1st Floor, City Hall South, 55 Trinity Avenue, S.W., Atlanta, Georgia.

Scope of Services: The City of Atlanta (the “City”) is seeking the services of a qualified firm (“Proponent”) to submit proposals to provide Concession Employee Incentive Program Management Services for the Department of Aviation at the Airport. The Proponent shall develop, administer, and manage a concession employee incentive program to recognize and reward employees who demonstrate excellent customer service skills.

A pre-proposal conference will be held on **Tuesday, March 28, 2006 - 10:00 A.M.**, at the City of Atlanta’s Technical Support Campus, 1255 Loop Road, College Park, Georgia 30349. There will be representatives from the DOA and the DOP available at the conference to discuss this project and to answer any questions. Proponents are strongly encouraged to attend the conference.

General instructions and specifications for submitting bid packages for this project will be available beginning **Monday, March 13, 2006**, and thereafter Monday through Friday 8:15 A.M. - 5:00 P.M., in the DOP’s Plan Room, Suite 1900, City Hall, at a cost of **\$25.00**.

If you have any questions regarding this project, please direct them to Ms. Carla M. Cail, Contracting Officer, at (404) 330-6204, or by email at, ccail@atlantaga.gov. The City reserves the absolute right to reject any and all proposals and waive any technicalities at any time.

Please be advised that all proposals are subject to the Georgia Open Records Act, which permits any citizen of this state to inspect and/or copy any documents prepared and maintained or received in the course of the operation of a public office or agency. Should you elect to submit a proposal and it becomes the subject of a Georgia Open Records Act request, you will be asked by the City to identify all financial, privileged, confidential, and proprietary information that is included in your proposal. This information is exempt from disclosure pursuant to O.C.G.A. §50-18-72 and will be redacted from your proposal prior to disclosure in response to a request.

The proposal documents cannot be downloaded. The proposal document must be purchased in the DOP’s Plan Room.